



## Minutes

### TALC Leadership Team Meeting April 22, 2004

Members present: Rhonda Davis, Kim Gold, Dr. Bob Harrison, Donna Harrison, Donna Hood, Dr. Myra Johnson, Dr. Bill Lewis, Dr. Nancy Womack, Debbie Puett, Scott Scheer and Rhonda Wood. Lois Scruggs acted as secretary.

#### **Assessment:**

Dr. Nancy Womack reported that a campus-wide assessment meeting was held on Tuesday, April 20, 2004. A general explanation for use of rubric rating numbers was presented at the meeting. The Committee is working with Jo James on the software for managing the assessment information and with Dr. John Quinley on program assessment templates.

#### **Campus Life:**

Scott Scheer reported that brochures for safety/drug/alcohol awareness have been ordered and will be made available across campus during Summer semester. The Committee co-sponsored a blood pressure screening on Sports Day with 47 participants. The next Healthy Cooking Pot Luck Club will meet in the Blue Room on May 26 from 1:00-2:00 p.m. Lisa Bridges and Scott Scheer cleaned all the fitness trail posts and replaced the signs on each workout stations. The next meeting will be May 26, 2004 at 2:00 p.m. in the Blue Room.

#### **ESP:**

Debbie Puett reported that the Committee had discussed more handicap parking, additional lighting near Piney Ridge Road and the possibility of an ATM on campus. Other items discussed were having a resource officer on campus, sprucing up the dining area of the College Café, new signs in the bookstore and possibly changing operating hours of the bookstore to allow more accessibility. Dr. Lewis stated that he didn't think we would qualify for grant money for the resource officer. He also stated that options for the lighting situation were discussed at the finance committee meeting of the Board of Trustees and that lighting at Building #1 parking lot was being addressed.

#### **Institutional Effectiveness:**

Donna Hood reported that the Management Team is working on the compliance audit. The Institutional Effectiveness Committee will act as an off-site review team. In October, Donna will be going to Florida as an observer for an off-site committee.

**Learning Strategies:**

Donna Harrison reported that they are organizing a round table for Doris Crute to present 4MAT training. Rhonda Davis and Kim Gold conducted a Cooperative Learning Awareness Session at Forsyth Community College for the Piedmont Area Consortium meeting. The Foundations training will be scheduled in afternoon sessions for Fall semester. Kim has spoken with Robin Davis at the Rutherford County Schools Office about their involvement in this training.

**Professional Development – Faculty:**

Rhonda Davis reported that potential workshops for faculty on Convocation Day include: Spanish, Leadership Group, new employee orientation, Paideia with Grady Franklin, Tips on Teaching ACA, 4MAT and SUN registration.

**Professional Development – Staff:**

Rhonda Davis reported that potential workshops for Convocation Day for staff would include: Datatel training for requisitions, insurance and retirement benefits and diffusing difficult situations.

**Technology:**

There was no report from the Technology Committee.

**Other:**

No roundtables are currently scheduled. Dr. Nancy Womack agreed to conduct one during fall semester on Faculty Portfolios. The next meeting is tentatively scheduled during the week of May 31-June 4. Members were asked to contact Dr. Myra Johnson with their preference of meeting date and time.